

**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY**

CM/ECF Special Procedures by Judicial Officer

| <b>DISTRICT JUDGES</b>      | <b>PROCEDURES</b>   |
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| Hon. Renée Marie Bumb       | <b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.<br><b>Jury charges</b> on disk in Word Perfect format.  |
| Hon. Dennis M. Cavanaugh    | <b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.   |
| Hon. Claire C. Cecchi       | <b>One Courtesy Copy</b> of motion papers required, mailed directly to chambers.<br><b>Pro Hac Vice</b> if consented, may be faxed to chambers. If not consented, follow regular motion procedures (electronically with courtesy copy mailed to chambers).<br><b>Consent Orders</b> faxed to chambers.<br><b>Extension of Time</b> if consented may be faxed to chambers. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers). |
| Hon. Stanley R. Chesler     | <b>Courtesy Copies</b> of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.   |
| Hon. Mary Little Cooper     | <b>One Courtesy Copy</b> of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”. Exhibits to documents must be tabbed.   |
| Hon. Dickinson R. Debevoise | <b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.   |
| Hon. Katharine S. Hayden    | <b>Two Courtesy Copies</b> of all motion papers, briefs and letter memoranda by regular mail directly to chambers.<br><b>Proposed Orders</b> by email to <a href="mailto:njdnef_hayden@njd.uscourts.gov">njdnef_hayden@njd.uscourts.gov</a> in Word Perfect or Word format.   |
| Hon. Noel L. Hillman        | <b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy”   |

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|                         | <p>sent by regular mail to chambers.</p> <p><b>All pretrial submissions</b> voir dire, jury instructions and verdict sheet on disk in Word Perfect format.</p> <p><b>Correspondence</b> Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.</p>  |
| Hon. Faith S. Hochberg  | <p><b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders, sent by regular mail to chambers and by email to <a href="mailto:njdnef_hochberg@njd.uscourts.gov">njdnef_hochberg@njd.uscourts.gov</a> in Word Perfect format.</p>   |
| Hon. Joseph E. Irenas   | <p><b>Courtesy Copies</b> One Courtesy Copy of all motion papers, briefs, letter memoranda, and proposed orders in excess of 30 pages in total should be sent to chambers by regular mail or a delivery service and marked “courtesy copy”.</p>  |
| Hon. Robert B. Kugler   | <p><b>Courtesy Copies</b> of motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”.</p>   |
| Hon. Jose L. Linares    | <p><b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.</p> <p><b>Proposed Orders to motions and routine proposed orders</b> should also be submitted to chambers by email to <a href="mailto:njdnef_linares@njd.uscourts.gov">njdnef_linares@njd.uscourts.gov</a> in Word Perfect format. Further, the case name and docket number should be included in the subject line.</p> |
| Hon. William J. Martini | <p><b>One Courtesy Copy</b> of motion papers, briefs, and proposed orders sent by regular mail to chambers. Courtesy copies should be marked as such, “Courtesy Copy”.</p> <p><b>Jury Charges</b> on disk preferably in Word Perfect format.</p>   |
| Hon. Kevin McNulty      | <p><b>All submissions</b>, including correspondence, must be electronically filed via CM/ECF.</p>  |

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|                          | <p><b>One Courtesy Paper Copy</b> of all motion papers, marked “Courtesy Copy,” should be sent to chambers by regular mail or by hand.</p> <p><b>Proposed Orders and Jury Charges.</b> An additional copy, in Microsoft Word or WordPerfect format, should be emailed to <a href="mailto:njdnef_mcnulty@njd.uscourts.gov">njdnef_mcnulty@njd.uscourts.gov</a>. Email subject line and file name in this format: 12-3456 Smith v Jones Proposed (order/jury charge).</p>  |
| Hon. Joel A. Pisano      | <p><b>One Courtesy Copy</b> of motion papers (including briefs, letter memoranda, proposed orders, etc.) marked “Courtesy Copy” sent to chambers.</p> <p><b>Jury Charges:</b> one courtesy copy along with an electronic copy on disk in Word Perfect or Word format sent to chambers.</p> <p><b>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers)</b> should be electronically filed as an attachment to a cover letter.</p> <p><b>Correspondence:</b> Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email or fax without express consent of Chambers.</p> |
| Hon. Joseph H. Rodriguez | <p><b>One Courtesy Copy</b> of all papers sent by regular mail to chambers.</p> <p><b>Jury Charges</b> on disk in Word Perfect format.</p> <p><b>Consent Orders</b> may be emailed in PDF format to <a href="mailto:njdnef_rodriguez@njd.uscourts.gov">njdnef_rodriguez@njd.uscourts.gov</a> with courtesy copy to all parties.</p>  |
| Hon. Esther Salas        | <p><b>Proposed Orders</b> All correspondences and proposed orders must be submitted per ECF.</p> <p><b>One Courtesy Copy</b> of motion papers.</p> <p><b>Extensions of Time</b> If consented to may be done via consent order and must be submitted per ECF.</p>   |
| Hon. Peter G. Sheridan   | <p><b>Courtesy Copies</b> Courtesy Copies of all motion papers in excess of 50 pages in total mailed to chambers marked “courtesy copy”.</p>   |

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|                         | <b>Jury Charges</b> on disk in Word Perfect format one week before trial.   |
| Hon. Michael A. Shipp   | <b>One Courtesy Copy</b> of motion papers, briefs, letters and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.<br><b>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers)</b> should be electronically filed as an attachment to a cover letter.<br><b>Pleadings/Correspondence:</b> All pleadings and correspondence to the Court (with the exception of confidential settlement position letters) must be electronically filed. |
| Hon. Jerome B. Simandle | <b>Courtesy Copies</b> of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.   |
| Hon. Anne E. Thompson   | <b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to Chambers.   |
| Hon. William H. Walls   | <b>Courtesy Copies</b> of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.   |
| Hon. Susan D. Wigenton  | <b>Courtesy Copies</b> of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.<br><b>Jury Charges</b> on disk in Word Perfect format one week before trial.  |
| Hon. Freda L. Wolfson   | <b>Courtesy Copies</b> of motion papers as required in the Court’s Policy & Procedures mailed to Chambers marked “Courtesy Copy”.<br><b>Proposed Orders and Jury Charges</b> should be sent as an email attachment to <a href="mailto:njdnef_wolfson@njdcourts.gov">njdcourts.gov</a> in Word Perfect format. The subject line of the email should state “Proposed Order” or “Jury Charge” and include the docket number.   |

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| <b>MAGISTRATE JUDGES</b>     | <b>PROCEDURES</b>   |
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| Hon. Madeline Cox Arleo      | <p><b><u>One Courtesy Copy</u></b> of all motion papers required, mailed directly to chambers.</p> <p><b><u>Pro Hac Vice</u></b> if consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b><u>Consent Orders</u></b> faxed to chambers.</p> <p><b><u>Extensions of Time</u></b> if consented may be faxed to chambers. If not consented, send letter to Chambers via e-filing and regular mail.</p>   |
| Hon. Douglas E. Arpert       | <p><b><u>Proposed Orders</u></b> sent by email to <a href="mailto:dea_orders@njd.uscourts.gov">dea_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</p> <p><b><u>One Courtesy Copy</u></b> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><b><u>Consent Orders</u></b> emailed or faxed directly to chambers.</p> <p><b><u>Pro Hac Vice</u></b> if consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b><u>Extensions of Time</u></b> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p> |
| Hon. Tonianne J. Bongiovanni | <p><b><u>Proposed Orders</u></b> sent by e-mail to <a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</p> <p><b><u>One Courtesy Copy</u></b> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><b><u>Consent Orders</u></b> emailed or faxed directly to chambers.</p> <p><b><u>Pro Hac Vice</u></b> if consented, may be done by consent order e-mailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b><u>Extensions of Time</u></b> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to</p>          |

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|                        | chambers).  |
| Hon. Joseph A. Dickson | <p><b><u>Proposed Orders</u></b> - E-filed or faxed directly to chambers (973-645-4549).</p> <p><b><u>One Courtesy Copy</u></b> of all motion papers referred to this Court, mailed directly to chambers.</p> <p><b><u>Consent Orders</u></b> - Faxed directly to chambers.</p> <p><b><u>Pro Hac Vice</u></b> - If consented, may be done by consent order e-filed or faxed directly to chambers. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><b><u>Extensions of Time</u></b> - If consented, may be done by consent order. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).</p> <p><b><u>Joint Discovery Plan</u></b> - Electronically filed.</p> |
| Hon. Ann Marie Donio   | <p><b><u>One Courtesy Copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296).</p> <p><b><u>Extensions of Time</u></b> if consented to, may be done by consent order.</p>  |
| Hon. Mark Falk         | <p><b><u>One Courtesy Copy</u></b> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).</p>   |
| Hon. Lois H. Goodman   | <p><b><u>Proposed Orders</u></b> sent by email to <a href="mailto:lhg_orders@njd.uscourts.gov">lhg_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</p> <p><b><u>One Courtesy Copy</u></b> of all motion papers referred to this Court, mailed directly chambers.</p> <p><b><u>Consent Orders</u></b> emailed or faxed directly to chambers.</p> <p><b><u>Pro Hac Vice</u></b> if consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b><u>Extensions of Time</u></b> if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to</p>             |

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|                        | chambers).   |
| Hon. Michael A. Hammer | <p><b>One Courtesy Copy</b> - One courtesy copy of motion papers and briefs sent by regular mail to Chambers..</p> <p><b>Pro Hac Vice</b> - Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.</p> <p><b>Proposed Orders</b> - Electronically filed.</p> <p><b>Letters</b> - Electronically filed.</p> <p><b>Joint Discovery Plan</b> - Electronically filed.</p> <p><b>Confidential Memorandums</b> - Faxed directly to Chambers (973-776-7861)</p> <p><b>Please Note: Parties must contact Chambers for approval before faxing any documents.</b></p>  |
| Hon. Steven C. Mannion | <p><b>One courtesy copy</b> of all non-dispositive motions mailed directly to chambers. Briefs and memoranda of law also emailed in Word format.</p> <p><b>Proposed Orders</b> filed with ECF and emailed in Word format to <a href="mailto:njdnef_mannion@njd.uscourts.gov">njdnef_mannion@njd.uscourts.gov</a></p> <p><b>Extensions of time</b> if consented, may be submitted via ECF and emailed as above. If not consented, follow regular motion procedure with courtesy copy sent as above.</p> <p><b>Pro Hac Vice</b> if consented, may be submitted via ECF and emailed as above. If not consented, follow regular motion procedure with courtesy copy sent as above.</p> <p><b>Fax:</b> Parties must contact Chambers for approval before faxing any documents. There is a page limit of five (5) pages for all faxes unless otherwise approved by Chambers.</p> |
| Hon. Joel Schneider    | <p><b>One Courtesy Copy</b> of motion papers, briefs, letter memoranda and correspondence with an indication the original document was efiled. Faxes are accepted (856-757-5355). Unless a motion is required, extension of time requests must be presented in a letter with an indication whether all counsel consent.</p>  |

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|                        | <p><b><u>Pro Hac Vice</u></b> - Please follow regular motion procedure and state if all counsel consent.</p> <p><b><u>Extensions of Time</u></b>: Unless a motion is required, all requests must be in writing with an indication whether all parties consent.</p>  |
| Hon. Patty Shwartz     | <p><b><u>One Courtesy Copy</u></b> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</p>   |
| Hon. Cathy L. Waldor   | <p><b><u>Courtesy Copies</u></b>: <i>No</i> courtesy copies needed.</p> <p><b><u>Proposed Orders</u></b>: E-filed.</p> <p><b><u>Consent Orders</u></b>: E-filed.</p> <p><b><u>Extensions of Time</u></b>: If consented, may be done via consent order. If consent cannot be obtained, please follow the regular motion procedure.</p> <p><b><u>Pro Hac Vice</u></b>: E-filed formally as a Motion to Appear Pro Hac Vice. Parties should make every effort to obtain consent. If consented to, motion should include proposed Consent Order.</p> <p><b><u>Motions</u></b>: E-filed formally following regular motion procedures.</p> <p><b><u>Motions to Amend</u></b>: Must be accompanied by <i>red-lined</i> proposed amended complaint as an exhibit outlining the proposed amendments.</p> <p><b><u>Confidential Memorandums</u></b>: Sent to chambers via fax (973) 776-7865.</p> <p><b><u>Joint Discovery Plans</u></b>: Sent to chambers via fax (973) 776-7865).</p> <p><b><u>Letters</u></b>: E-filed or sent via fax; not by mail.</p> |
| Hon. Karen M. Williams | <p><b><u>One Courtesy Copy</u></b> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</p> <p><b><u>Pro Hac Vice</u></b> - Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L. Civ. R. 101.1(c). If not consented,</p>   |



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|  | <p>follow regular motion procedure.</p> <p><b><u>Extensions of Time</u></b> - If consented to, may be done by consent order.</p> <p><b><u>Joint Discovery Plans</u></b> - Faxed to Chambers.</p> |
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Rev. 4/4/2013